

15 April 1977

TO: All NIOs

For what it's worth, I have chatted with [ ] about the DCI's reading backlog to see if I could get some feeling for what the threshold is for getting through. [ ] assured me that, though it may take weeks, the DCI eventually gets through the mail that makes its way through the screen of assistants. One suggestion [ ] made is that, when you are sending the DCI material he has not asked for but which you think he should be aware of, it helps to have a two- or three-paragraph covering note that makes your most important points; include whatever amount of back-up material you think appropriate.

[ ]

Executive Officer, DCI/NI

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